INSTRUCTIONS
FOR
USING
ACTUATE REPORTS

Director: Randall Bachman

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Introduction:

This document is designed to help the user understand the general features, functionality, and capabilities that exist in all of the Actuate reports developed by the Division of Substance Abuse & Mental Health.

Section I – Navigating Through A Report

Navigation through a report can be accomplished with five different options displayed on its Button Bar. The options are:

[1] Going to the First page in the report.
To enact this option, simply click on the "First" button.

[2] Going to the Previous page.
To enact this option, simply click on the "Second" button.
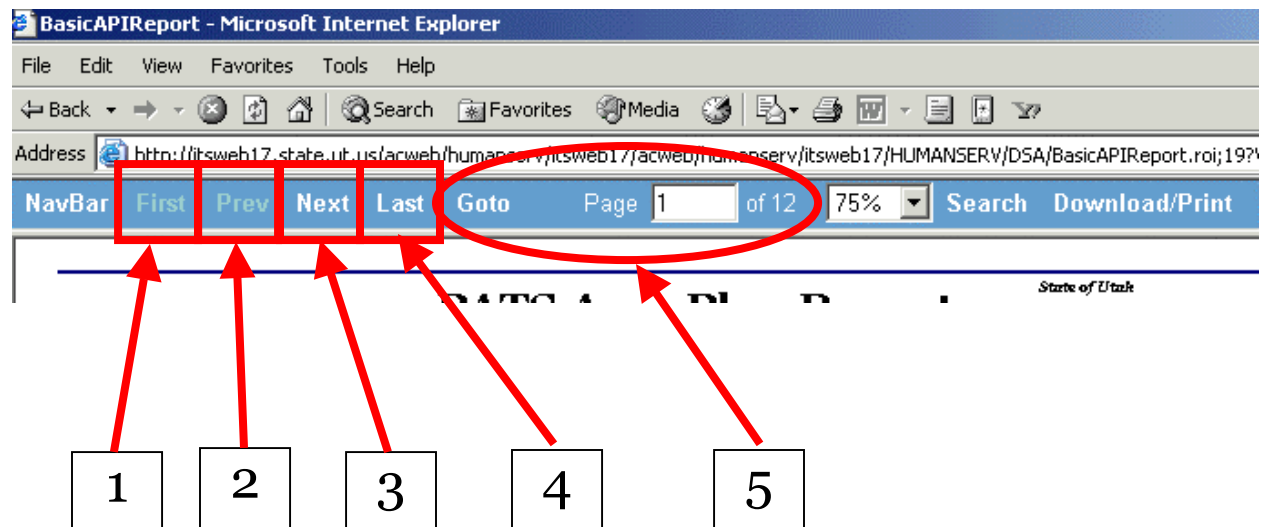
[3] Going to the Next page.
To enact this option, simply click on the "Next" button.

[4] Going to the Last page.
To enact this option, simply click on the "Last" button.
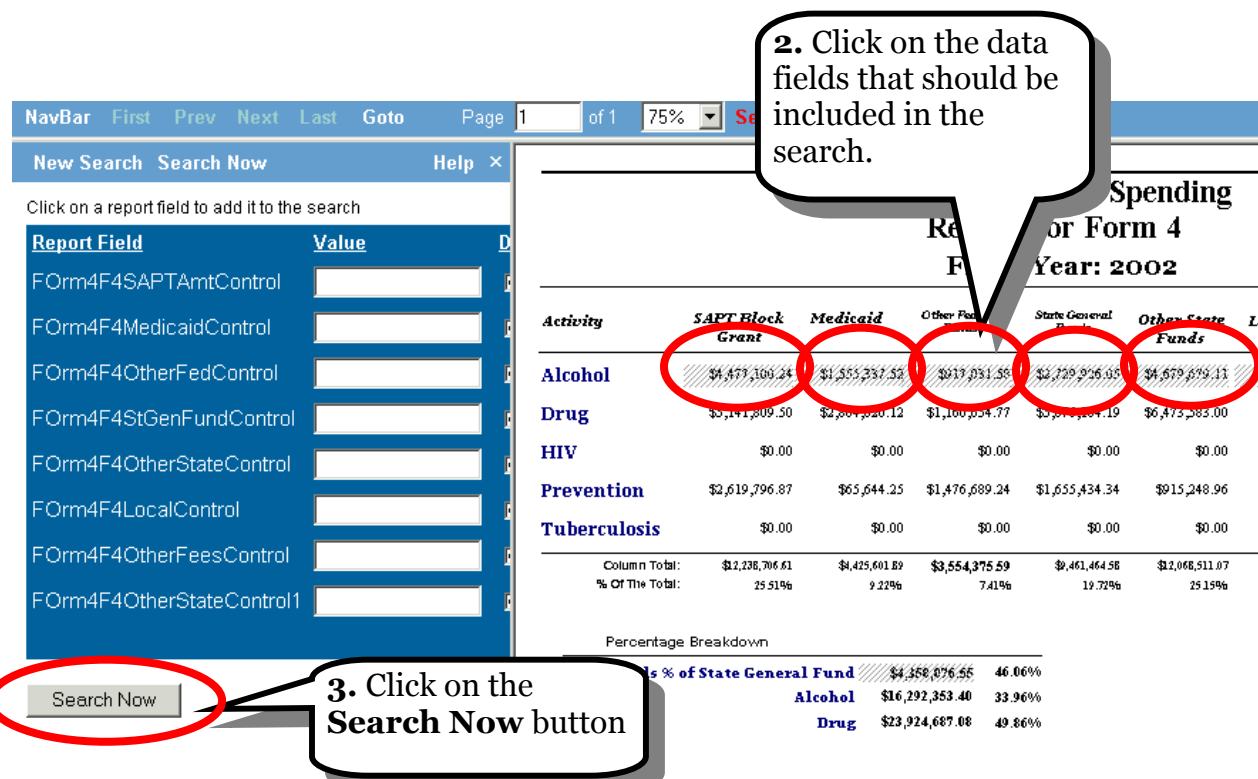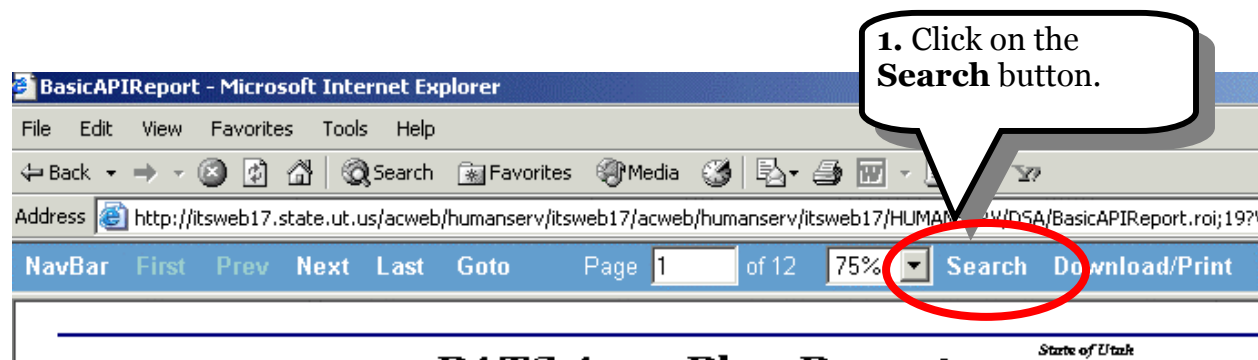
[5] Going to a specific page number.
To enact this option, type the desired page number in the text box provided and click on the "Goto" button.

Section II – Searching Through A Report

      The Actuate reporting tool possesses the ability for a user to select search criteria within a given report and then have it display the desired information. Once the search criteria have been created, they appear as hyperlinks on the left hand side of the web browser. The user can enact a search by clicking on the desired hyperlink as described in this section.

The following instructions describe how to search for data

1. Click on the **Search** button.

2. Click on the data fields that should be included in the search.

3. Click on the **Search Now** button

NavBar   First   Prev   Next   Last   **Goto**   Page [1]   of 1

New Search   **Help**   ×

Smart Search found 5 matches.

        Results 1 - 5
FOrm4F4SAPTAmtControlFOrm4F4MedicaidControlF(

4477100.24   1555337.52   91
5141809.5   2804620.12   1
0   0
2619796.87   65644.25   14
0   0   0

        Results 1 - 5

        New Search

Download search results as:

Comma delimited data ▼ Go

Activity

Drug

HIV

Preventic

Tubercul

                Col
        % Of

        Per

Local Fu

4. Click on the **hyperlink** for the specific item that is desired in the search.

Actuate will then take the user to the page in the report which contains the data selected in the search.

Section III - Downloading Data From A Report

The Actuate reporting tool possesses the ability for a user to download the data that is contained in a specific report. However, even though Actuate does allow for data download, the user should exercise some caution in regard to making expectations or assumptions about what will be downloaded. First of all, the possible set of data that can be downloaded is exclusively limited to the specific range of data the report contains. Second, the download is also limited to the data items the user selects from the data range. Consequently, if the user identifies a report that contains the data they want and then selects the specific data items in Actuate's Search feature (see Section II – Searching Through A Report), then the download will present the desired information.

Once the data has been downloaded, it can be viewed in a software product such as Microsoft Excel

The following instructions describe how to Download data as a comma or tab delimited file.

1. Click on the **Search** button.

BasicAPIReport - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back • → • ⊗ ⓘ ⌂ | Search Favorites Media ⊛ | ⬚▾ ⬚ ⬚ ▾ ⬚ |

Address http://itsweb17.state.ut.us/acweb/humanserv/itsweb17/acweb/humanserv/itsweb17/HUMANSERV...6A/BasicAPIReport.roi;19?V

NavBar   First   Prev   **Next**   **Last**   **Goto**   Page 1   of 12   75% ▼   Search   Download/Print

State of Utah

2. Click on the data fields that should be included in the search.

NavBar First Prev Next Last Goto   Page 1 of 1 75% ▾ Sear...

New Search   Search Now   Help ✕

Click on a report field to add it to the search

Report Field	Value	D
FOrm4F4SAPTAmtControl		
FOrm4F4MedicaidControl		
FOrm4F4OtherFedControl		
FOrm4F4StGenFundControl		
FOrm4F4OtherStateControl		
FOrm4F4LocalControl		
FOrm4F4OtherFeesControl		
FOrm4F4OtherStateControl1		

...spending
Rep... r Form 4
Fis... ear: 2002

Activity	SAPT Block Grant	Medicaid	Other Federal ...	State General ...	Other State Funds	L
Alcohol	$4,477,100.24	$1,555,337.52	$913,031.55	$2,729,926.05	$4,679,679.11	
Drug	$5,141,809.50	$2,804,620.12	$1,160,654.77	$3,... ,164.19	$6,473,585.00	
HIV	$0.00	$0.00	$0.00	$0.00	$0.00	
Prevention	$2,619,796.87	$65,644.25	$1,476,689.24	$1,655,434.34	$915,248.96	
Tuberculosis	$0.00	$0.00	$0.00	$0.00	$0.00	
Column Total:	$12,238,706.61	$4,425,601.89	$3,554,375.59	$9,461,464.58	$12,068,511.07	
% Of The Total:	25.51%	9.22%	7.41%	19.72%	25.15%	

Percentage Breakdown

...s % of State General Fund	$4,358,076.55	46.06%
Alcohol	$16,292,353.40	33.96%
Drug	$23,924,687.08	49.86%

[Search Now]

3. Click on the **Search Now** button

NavBar First Prev Next Last Goto   Page 1 of 1

New Search   Help ✕

Smart Search found 5 matches.

Results 1 - 5

FOrm4F4SAPTAmtControlFOrm4F4MedicaidControlFO...

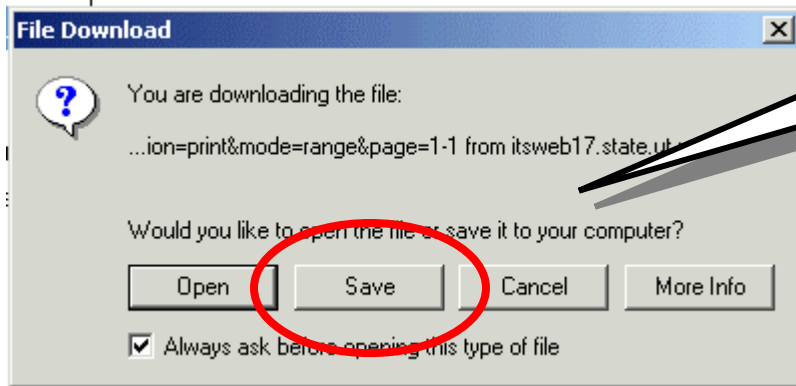| 4477100.24 | 1555337.52 | 91 |
5141809.5	2804620.12	11
0	0	0
2619796.87	65644.25	14
0	0	0

Results 1 - 5

[New Search]

Download search results as:

[Comma delimited data ▾] [Go]

Activity

Alcohol

Drug

HIV

Prevention

Tubercul...

4. Select type of download file you want. Then click on the **Go** button.

Per...

Local Fu...

File Download

? You are downloading the file:

...ion=print&mode=range&page=1-1 from itsweb17.state.ut

Would you like to open the file or save it to your computer?

[Open] [Save] [Cancel] [More Info]

☑ Always ask before opening this type of file
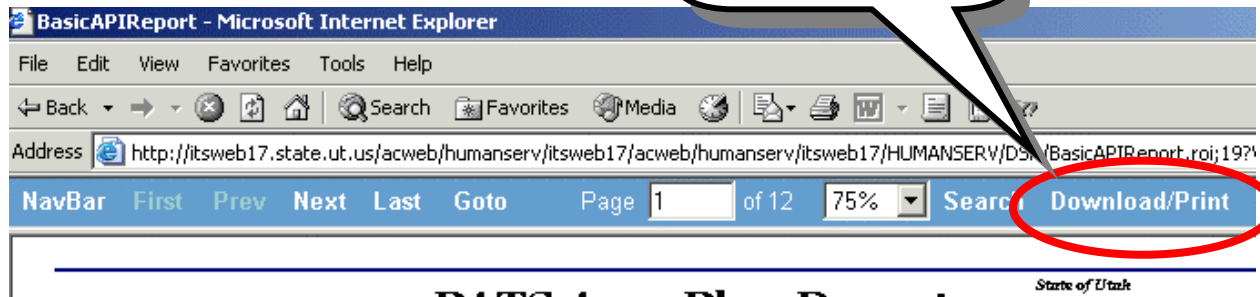
5. Click on the **Save** button.
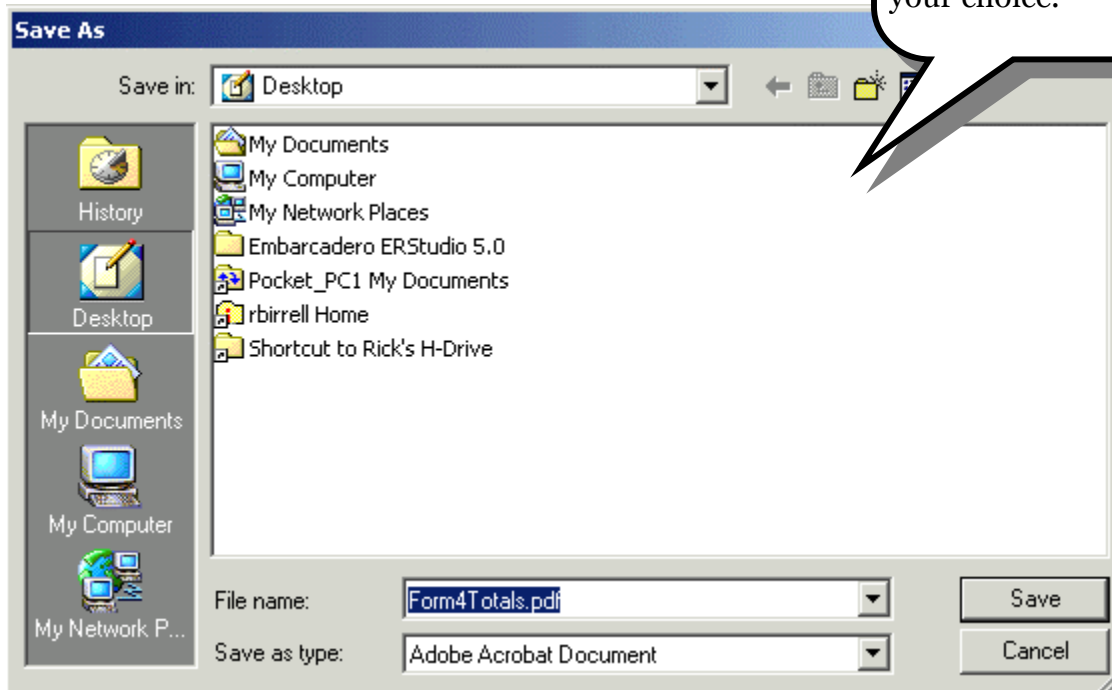
6. Select a location to save the file. Once the file has been saved, navigate to it and open it with the software package of your choice.

Save As

Save in: [Desktop] ← 🖿 📑

- My Documents
- My Computer
- My Network Places
- Embarcadero ERStudio 5.0
- Pocket_PC1 My Documents
- rbirrell Home
- Shortcut to Rick's H-Drive

History
Desktop
My Documents
My Computer
My Network P...

File name: [Form4Totals.pdf] [Save]

Save as type: [Adobe Acrobat Document] [Cancel]

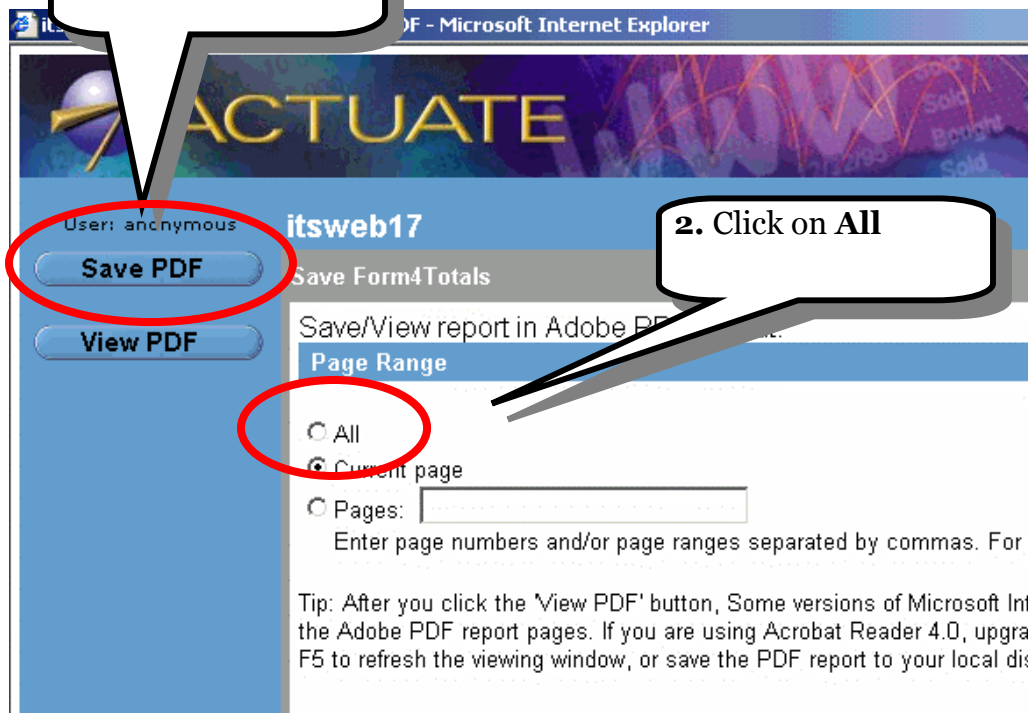# Section IV – Saving The Report As A PDF File

An Actuate report can be recreated as a PDF file that the user can store, print, or email to another user.

The following instructions describe how to save a report as a PDF file.
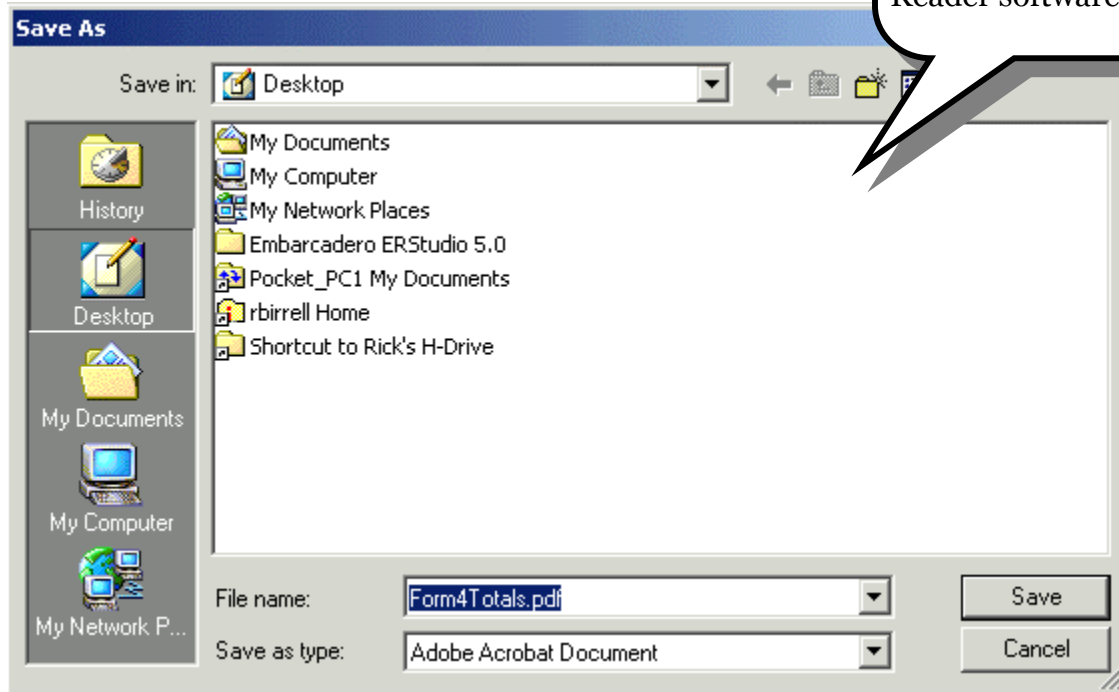
1. Click on the **Download/Print** button.

3. Click on the **Save PDF** button.

2. Click on **All**

4. Select a location to save the file. Once the file has been saved, navigate to it and open it with the Adobe Acrobat Reader software.

Save As

Save in: Desktop

History

Desktop

My Documents

My Computer

My Network P...

My Documents
My Computer
My Network Places
Embarcadero ERStudio 5.0
Pocket_PC1 My Documents
rbirrell Home
Shortcut to Rick's H-Drive

File name: Form4Totals.pdf

Save as type: Adobe Acrobat Document

Save

Cancel

Section V – Printing The Report

     An Actuate report can be printed directly from the user's web browser. However, if the user utilizes on the web browser's built in print capability, then only the single page of the report displayed on the browser at the moment the print job is sent to the printer will appear on paper. If the user desires to print the entire report, then they must use Actuate's Download/Print function.

The following instructions describe how to print an entire Actuate report.

1. Click on the **Download/Print** button.
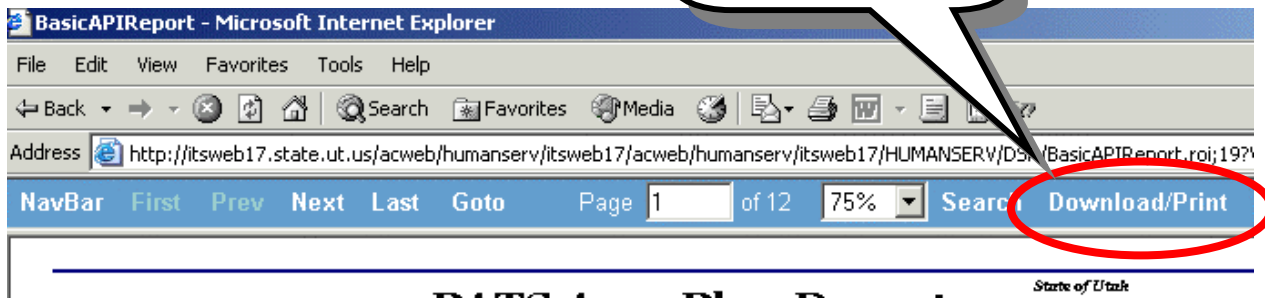
3. Click on the **View PDF** button.
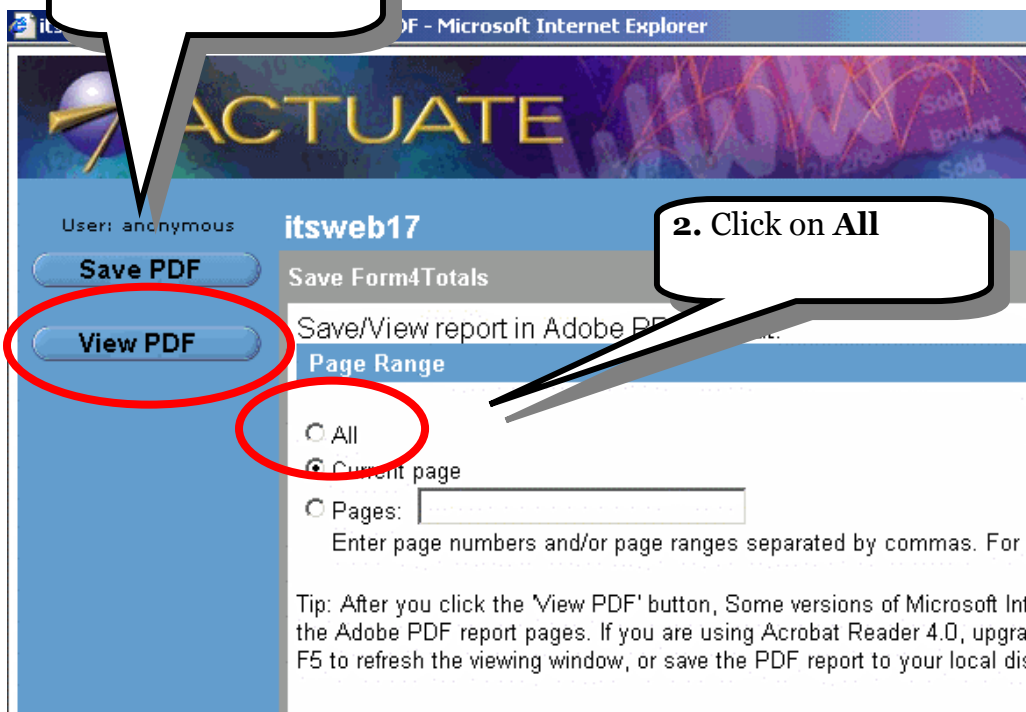
2. Click on **All**

5. Click on the Print button.

State Wide Total Spending
Report For Form 4
Fiscal Year: 2002

State of Utah
Department of Human Services
Division of Substance Abuse & Mental Health

Activity	SAPT Block Grant	Medicaid	Other Federal Funds	State General Funds	Other State Funds	Local Funds	Other	Total
Alcohol	$4,477,100.24	$1,555,337.52	$917,031.58	$2,729,026.05	$4,679,679.11	$1,343,846.88	$589,432.02	$16,292,353.40
Drug	$5,141,809.50	$2,804,620.12	$1,160,654.77	$5,076,104.19	$6,473,583.00	$2,310,519.12	$957,396.38	$23,924,687.08
HIV	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,625.00	$2,625.00
Prevention	$2,619,796.87	$65,644.25	$1,476,689.24	$1,655,434.34	$915,248.96	$703,710.55	$323,061.00	$7,759,585.21
Tuberculosis	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$448.00	$448.00
Column Total:	$12,238,706.61	$4,425,601.89	$3,554,375.59	$9,461,464.58	$12,068,511.07	$4,358,076.55	$1,872,962.40	$47,979,698.69
% Of The Total:	25.51%	9.22%	7.41%	19.72%	25.15%	9.08%	3.90%	

Percentage Breakdown